

## *Vacancy Details*

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|--------------------------|-------------------|
| <b>Personnel Notice:</b> | 60-15             |
| <b>Date Announced:</b>   | 06/12/2015        |
| <b>Closing Date:</b>     | 6/26/2015         |
| <b>Command:</b>          | NAVSEA            |
| <b>Grade:</b>            | GS-11/12/13/14    |
| <b>Type:</b>             | Assistant Counsel |

There is an anticipated vacancy for an attorney to serve as Assistant Counsel in the Office of Counsel at the Supervisor of Shipbuilding, Conversion and Repair, Bath (SUPSHIP Bath), Bath, Maine. SUPSHIP Bath is one of four SUPSHIP activities charged with administering and managing execution of Department of Defense contracts awarded to commercial entities in the shipbuilding and ship repair industry.

SUPSHIP Bath is located at the Bath Iron Works (BIW) facility in Bath, Maine. SUPSHIP Bath, as the on-site representative of the Department of the Navy (DON), is responsible for the administration of all contracts for the design and construction of the following ship classes: DDG 1000, DDG 51, LCS (Variant 1), and AGOR. Contract administration includes such functions as design review, product quality assurance, government property control, reimbursement of costs, and progress payment approval. Further, SUPSHIP Bath is the on-site representative for scrapping of DON vessels once they are decommissioned and stricken from the registry. SUPSHIP Bath employs approximately 250 civilian employees and 15 military personnel in five locations: Bath, Maine; San Diego, California; Marinette, Wisconsin; Anacortes, Washington; and Brownsville, Texas.

The Office of Counsel for SUPSHIP Bath is a field office of the Office of Counsel, Naval Sea Systems Command (NAVSEA). NAVSEA is responsible for the development, acquisition, and maintenance of ships, shipboard systems, and ordnance for the DON, with an annual budget of nearly \$30 billion and a workforce of roughly 53,000 military and civilian personnel. The NAVSEA Office of Counsel employs over 100 lawyers at the Washington, D.C. Headquarters and in 20 field offices throughout the United States.

The SUPSHIP Bath Office of Counsel employs a Counsel, one Assistant Counsel and one paralegal. This office has a varied workload covering many of the DON Office of the General Counsel (OGC) practice areas; the primary focus of the office is acquisition and civilian personnel law. Other practice areas include fiscal law, labor law, litigation, Freedom of Information Act law, Privacy Act law, environmental law, and ethics/standards of conduct.

The successful candidate will be expected to support the full range of OGC practice as described above. The position is rated GS-11/12/13/14 and has a full performance level of GS-14. The actual grade will depend on the qualifications of the successful applicant. To be eligible for selection at the GS-11 level, recent law school graduates and applicants with less than one year of legal experience must have graduated in the top third of their law school class or must present other evidence of clearly superior accomplishment or achievement such as work or achievement of significance on an official law school law review or journal, winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the GS-12 level, an applicant must have at least two years of experience as an attorney, which must include at least one year of federal acquisition experience or civilian personnel law experience. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of federal acquisition experience or civilian personnel law experience. To be selected at the GS-14 level, the successful candidate must have a minimum of three and one-half years of federal acquisition or civilian personnel law experience.

Applicants will be evaluated on their: (1) quality of relevant legal experience in federal acquisition law and/or civilian personnel law; (2) experience in other OGC practice areas identified; (3) written and oral communication skills; (4) the ability to work both independently and as part of a team; and (5) the ability to work well with clients and colleagues, and to develop strong attorney-client relationships.

The successful candidate must be a U.S. citizen, must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia, be admitted to practice before a state or federal court, and be eligible to obtain and maintain a SECRET security clearance. Interested attorneys are encouraged to contact Ms. D.S. Spiegelman-Boyd at (207) 442-3496 or by e-mail at [Donnie.spiegelman-boyd@supshipba.navy.mil](mailto:Donnie.spiegelman-boyd@supshipba.navy.mil) for more information.

Applicants should submit a cover letter; resume; and two writing samples that demonstrate analytical and/or advocacy abilities (less than 10 pages each, portions of longer work products are acceptable); the two most recent performance appraisals, if available; and the names and telephone numbers of at least three references who may be contacted. Attorneys who graduated after December 2009 must provide a copy of their law school transcript and class rank as well. If relocation expenses are a requirement, the applicant should so state in the application.

Relocation expenses may be paid (but are not guaranteed) in accordance with applicable regulations.

It is highly recommended that applications be sent electronically to Ms. Spiegelman-Boyd at [Donnie.spiegelman-boyd@supshipba.navy.mil](mailto:Donnie.spiegelman-boyd@supshipba.navy.mil). If necessary, applications may be mailed via Fed Ex or other similar means to:

Supervisor of Shipbuilding Conversion & Repair  
Office of Counsel, Code 130  
574 Washington St  
Bath, ME 94530

Phone: (207) 442-3496

This personnel notice will close at 11:59 PM EST on June 26, 2015, and applications must be received by this time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Relocation expenses are not available.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

**Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.**